

Operations Coordinator

The Operations Coordinator is responsible for the success of assigned functions within a complex 3PL distribution center & regional transportation network to maximize efficiency.

Responsibility will include primary communication between customer and company with respect to its transportation and administrative processes:

- Dispatch operations for long haul and regional operations.
- Daily coordination of load planning and customer deliveries.
- Communicate with various groups to plan and implement customer needs.
- Assists with the evaluation of the effectiveness of and recommends alternatives for work methods, procedures, controls and staffing to achieve accurate and timely movement and processing of product.
- Processes service related objectives to drive continuous improvement and efficiency gains to reduce overall cost-to-serve; leads associates, and peers to anticipate and solve problems and plan for upcoming trends & seasonal changes.
- Provide Root Cause Analysis and Corrective Action of Issues

QUALIFICATIONS:

- Must have experience in dispatch, management of drivers, customer service, and knowledge of Federal DOT rules & regulations.
- Requires strong interpersonal and communication skills.
- Must be able to work under pressure in a fast paced environment.
- Proficiency in Microsoft Outlook, Word, and Excel.

Competitive Annual compensation and Complete Benefit Package, Simple IRA, Complete Health Care, Life Insurance, Paid Holiday and Vacation Package.

Interested parties should respond to: webresumes@bright.net